**JOB DESCRIPTION**

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| **Job title:**  | **Nursery Assistant**  |
| **Department:**  | Human Resources  |
| **Responsible to:**  | Childcare Services Manager  |
| **Grade:**  | 3  |
| **Location:**  | Westwood Nursery  |

**Job purpose:**

To support the nursery team by providing high quality childcare through play and activities under the guidance of the Room Leader or qualified team members if necessary. To maintain a safe, secure and caring environment for the children.

**Duties:**

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| 1. To assist the nursery team in providing a friendly, caring and relaxing environment in order to encourage and develop children in our care.   |
| 2. To ensure all daily routines are adhered to and records are kept up to date.   |
| 3. To assist in maintaining a safe, clean and tidy Base Room.   |
| 4. Ensure all policies and procedures are adhered to and implemented in the Nursery.   |
| 5. To communicate with parents and other visitors in a calm, friendly and efficient manner.   |
| 6. Undertake planning and carry out activities in line with the Statutory Framework for the Early Years Foundation Stage, Setting the Standards for Learning Development and Care for children from birth to five, with support from the Room Leader.   |
| 7. Work to the Key Person system, carry out assessments and maintain children’s records in conjunction with the Room Leader.   |
| 8. Contribute to and participate in team meetings/activities and training out of normal working hours when necessary.   |
| 9. Undertake laundry and light kitchen duties daily Keep laundry/art areas and kitchen clean and tidy   |
| 10. Take reasonable care of yourself and others comply with the Nursery and University of Bath Health & Safety Policies.   |
| 11. Respect confidentiality in the setting.  |
| 12. To carry out any ad hoc projects or duties as requested by your Room Leader and Childcare Services Manager.   |

**Person Specification**

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| Criteria  | Essential  | Desirable  | Assessed by  |
|   |   |   | A/F  | I  | T  |
| **Qualifications**  Minimum NVQ 2 in childcare & education  Relevant First Aid Certificate  |   X    X  |        |   X   X  |   |   |
| **Experience/Knowledge**  Experience of working in a childcare environment  Understanding of and commitment to the implementation of equal opportunities  |   X  |      X  |   X  |   X   X  |   |
| **Skills**  Good oral and written communication skills  Able to work within a team and maintain good communication    |   X   X  |   |   |   X  |   |
| **Attributes**  Motivated with high energy levels and stamina  Positive outlook  Caring and friendly personality  Reliable and responsible  Flexible and adaptable   |   X   X  X  X  X  |   |   |   X   X  X  X  X  |   |

Code: A/F – Application form, I – Interview, T – Test

 January 2019